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CENTRAL INTELLIGENCE AGENCY

REPORT

INFORMATION REPORT

CD NO

625668

COUNTRY Poland DATE DISTR 1 July 1951
 SUBJECT Voivodship Transportation Enterprise of CS-TM-22
 the Municipal Retail Trade in Stalinograd
 (Kazan'ye) NO. OF PAGES 3000

PLACE ACQUIRED [Redacted] NO. OF ENCLICES [Redacted]
 DATE OF INFO. [Redacted] ADDED BELOW

[Redacted] SUPPLEMENT TO THE REPORT NUMBER [Redacted]

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THIS IS UNEVALUATED INFORMATION

- 25X1 1. The administration of subject enterprise is located on ul. Stawowa 13, Katowice, (now Stalinograd).
2. The enterprise was established in 1951, but it is still in the organization stage. It is subordinate to and directed by the Central Administration of Municipal Retail Trade at Warsaw.
- 25X1 1. The head of subject enterprise is the director, to whom the chief of the departments under his control and the managers of the individual transportation agencies scattered over the voivodship of Katowice are directly responsible.
- 25X1 2. The administration of subject enterprise consists of the following departments and offices:
- Secretary of the Director
 - Personnel Department
 - Technical Department
 - Shipping Department
 - Employment and Organizational Department
 - Accounting Department
 - Foodkeeping Department
 - Economic and Administrative Department
3. Subject enterprise controls and supervises agencies of the Voivodship Transportation Enterprise located in the following towns throughout the voivodship:
- Katowice
 - Bytom

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- c. Nowy-Bytom
 - d. Sosnowiec
 - e. Zabrze
 - f. Gliwice
 - g. Zawiercie
 - h. Bielsko
 - i. Rybnik
 - j. Czestochowa
 - k. Tarnowskie Gory
 - l. Wielowies (section of Katowice)
6. The strength of the administrative personnel of one of the above mentioned agencies (Ekspozytury Transportowej) depends on the number of MHD stores in the area which must be supplied by the agency. The administrative staff of the Katowice agency consists of:
- a. The manager
 - b. One personnel clerk
 - c. One clerk for the calculation of the wages of the drivers and unskilled workers
 - d. One clerk for the accounting of transportation expenditures
 - e. One garage manager
- In addition to the above-mentioned administrative personnel the agency employs 25 drivers and about 100 unskilled workers for loading and unloading of cargo.
7. The following equipment is used by the Katowice Transportation Agency:
- a. 19 trucks, 3.5 tons, make "STAR 20"
 - b. 3 passenger cars, makes "WARSAWA", "SKODA", "CITROEN"
 - c. 1 tractor, make "URSUS"
 - d. 2 delivery vans, makes "SKODA" and "DKW"
 - e. 4 trailers
 - f. 10 horse-drawn platforms
 - g. 15 horses
8. The task of the transportation agencies is to deliver merchandise from state warehouses and various centers to the local MHD stores. The procedure is as follows:
- a. To pick up ordered goods and deliver them to the shops, the agencies send out so-called "skipy" (teams) consisting of one "konwojent" (a more capable man, chosen from among the unskilled workers, who is responsible for picking up and distributing the goods), one driver, two to four workers and one truck.

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- b. On an average the teams work 13 hours per day, six days a week. The pay is as follows:
 - (1) "konwojent" - zloty 2.29 per hour
 - (2) workers - zloty 2.11 per hour
 - c. In addition to distributing merchandise, the "konwojent" is responsible for maintaining the "labor cards" of the workers of the whole team, in which he enters the times they start and finish working. These cards are stamped at every loading and unloading point.
 - d. The driver keeps another card in which he enters the weight of the goods transported and the distances (in kilometers) traveled with and without cargo. This card is the basis for his wages.
 - e. The cards are the basis for general accounts, pay rosters and reports transmitted by the administrative personnel of the individual agencies to the administration in Katowice. From the reports of the individual agencies the latter office compiles its reports for transmittal to the central administration of the Municipal Retail Trade in Warsaw.
9. Salaries are paid according to pay groups. The director of the enterprise, whose salary belongs to pay group I, receives zloty 1,200.00 plus a 50% bonus, a total of zloty 1,800.00 per month. An employee in pay group V earns zloty 1,100.00 per month, a 40% bonus included. A typist belongs to pay group IX and is paid zloty 500.00, without any bonus. The payment of premiums (bonuses) depends on the fulfillment of the work plan.

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